



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Wednesday, October 13, 2010
POSITION TITLE:	Deputy Director, Mental Health Program Services, Division of Correctional Health Care Services	FINAL FILING DATE:	Wednesday, November 3, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	10132010_1

POSITION DESCRIPTION

NOTE: The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

Under the general direction of the Statewide Mental Health Director, the Deputy Director, Mental Health Program Services is responsible for the development, monitoring, evaluation, and improvement of mental health program policy and services provided at the 33 California Department of Corrections and Rehabilitation (CDCR) facilities. The Deputy Director ensures that institutions conduct mental health programs in accordance with the mandates of *Coleman v. Schwarzenegger* (Coleman); and that institutions operate an effective utilization management system for mental health resources. The Mental Health Program Services Deputy Director also oversees the development of policies, procedures, and protocols critical to standardizing and improving mental health services. This position directs and supports Department-wide efforts to recruit and retain qualified mental health professionals. As a member of the executive management team, the incumbent provides advice and guidance on mental health program services to department executives on proposed mental health actions and policies.

Duties include, but are not limited to:

- Provides administrative direction, oversight, and expert input in meeting the legal mandates under the Coleman litigation. Plays an integral role in ensuring that mental health programs, policies, and procedures align with the Coleman mandates. Responsible for documentation, compliance initiatives, and responses to specific court requirements. Ensures that mandates of the litigation are incorporated into the Department's Mental Health Plan and that reporting responsibilities are met. Serves as liaison with the State Department of Mental Health, the court and stakeholders. Provides

updates to, and has routine contact with, the Chief Deputy Secretary of the Division of Correctional Health Care Services; court appointed experts; and, the Department's and the Attorney General's legal staff on all matters related to Coleman litigation.

- Oversees and is responsible for the development and evaluation of mental health policies, procedures, and protocols critical to improving the quality of mental health services and reducing unnecessary costs. Ensures that policies and procedures meet litigation requirements, are consistent with state and federal laws, and reflect the most current community standards of care. Oversees the development of assessment tools, care coordination and case management programs, prevention programs, forms, and information systems. Identifies policy issues, establishes the priorities for the resolution of such, makes recommendations on the adoption of policies relating to the scope, level of care and provision of mental health services. Proposes new programs and modifications to existing programs to reflect the most current evidence-based practice.
- Ensures that institutions operate an effective utilization management program to control and direct the efficient, appropriate and cost-effective use of mental health services. Saves valuable program dollars by promoting appropriate utilization of mental health resources through proper clinical practice. Oversees utilization management staff who determine whether the course of treatment or services provided are medically necessary. Facilitates the compilation and analysis of aggregate utilization data and reports of findings.
- Directs and supports statewide efforts to recruit and retain qualified mental health clinicians. Oversees development of internship programs for licensed mental health professionals through partnerships with educational agencies and professional organizations. Oversees a continuing education program for all mental health professionals in headquarters and at the institutions.
- Performs other duties as assigned to support the implementation of the CDCR Strategic Plan. Acts on behalf of the Statewide Mental Health Director as necessary.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Extensive management experience, including proven ability to direct a sizeable team composed of members from diverse disciplines and perspectives in the development and implementation of a

comprehensive program.

- Experience in public administration, personnel management, and leadership, with the ability to motivate staff.
- Substantial responsibility for a combination of management functions such as program planning, policy formulation, and organization coordination.
- The ability to communicate effectively, both orally and in writing, and to interact effectively with Legislators, law enforcement, and other governmental agencies, advocacy groups, community and civic leaders, departmental managers, staff, and the public.
- Experience in negotiation and coordination with outside stakeholders.
- Broad and extensive experience in strategic planning, budget management, and program evaluation.
- Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures; represent the Department before the legislature, control agencies, local governments, and other state agencies on policy level issues; and testify in court proceedings and negotiate proposed settlements.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Mental Health Program Services, Division of Correctional Health Care Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Interested applicants who meet the minimum qualifications must submit:

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed. It should not exceed four pages in length or be less than size 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE**

PLACE OF THE STATEMENT OF QUALIFICATIONS.

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

FILING INSTRUCTIONS

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- A resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments

P.O. Box 942883, Sacramento, CA 94283-0001

Toni Dodds | (916) 322-9223 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments, 1515 S Street, Room 101N, Sacramento, CA 95811.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>